

COURSE NUMBER: SD2340

COURSE TITLE: Student, Career and Portfolio Development III

COURSE DESCRIPTION:

This course further explores the concepts of student skills development, career and education plans, and the student portfolio that were introduced and developed in SD1340 and SD1341. The learner will explore self awareness and skill development; job search skills; employment processes; office politics; and work term reports. The learner will continue to develop and refine his/her student portfolio and career and education plans.

PREREQUISITES: SD1341 – Student, Career and Portfolio Development II

CO-REQUISITES: None

CREDIT VALUE: Two (2)

COURSE HOURS PER WEEK: Two (2)

LAB HOURS PER WEEK: Zero (0)

SUGGESTED TEXT:

Student, career and portfolio development (1st ed.). (2010). Toronto: McGraw-Hill. ISBN-10: 0071059482; ISBN-13: 9780071059480

LEARNING RESOURCES:

Print:

Berko, R.M., Wolvin, A.D., and Wolvin, D.R. (2007). *Communicating: A social and career focus* (10th ed.). Toronto: Houghton Mifflin Company. ISBN-10: 0618411232 ISBN-13: 9780618411238

Conference Board of Canada. (2000). *Developing your employability skills toolkit for the self-managing learner*. Ottawa: Conference Board of Canada. ISBN: 0-07-087847-1

Fritz, S.M., Brown, W., and Lunde, J.P. (2004). *Interpersonal skills for leadership* (2nd ed.). Toronto: Pearson Education. ISBN-10: 013117343X; ISBN-13: 9780131173439

Lamarre, H.M. and McClughan, K. (2010). *Career focus Canada, A personal job search guide* (5th ed.). Toronto: Pearson Education. ISBN-10: 0135114578; ISBN-13: 9780135114575

Zlotkowski, E. and Saltmarsh, J. (2010). Higher education and democracy: Essays on service-learning and civic engagement. Philadelphia: Temple University Press. ISBN-10: 143990037X; ISBN-13: 9781439900376

Journals:

Jane, D. L. *Service learning and civic participation*. (Educational Leadership, v66 n8 p83-84 May 2009).

Roehlkepartain, E. C. *Service-learning in community-based organizations: A practical guide to starting and sustaining high-quality programs*. (National Service-Learning Clearinghouse, 2009).

Online:

Canadian Alliance for Community Service Learning
<http://www.communityservicelearning.ca/en>

CareerCCC.org
http://www.careerccc.org/products/cp_99_e/section2/interview.html

Centre for Service and Learning
<http://csi.iupui.edu/>

Conference Board of Canada Employability Skills Checklist
<http://www.jobsetc.ca/toolbox/checklists/employability.jsp?lang=e>

Conference Board of Canada Employability Skills 2000+
<http://www.conferenceboard.ca/topics/education/learning-tools/employability-skills.aspx>

Conference Board of Canada Skills Credentialing Tool
<http://conferenceboard.checkboxonline.com/Survey.aspx?s=b5cfd4c7ef204b5cb3e6a6c1f7e07628>

Evening Telegram
<http://www.thetelegram.com/>

Government of Canada:

- Service Canada
<http://www.servicecanada.gc.ca/eng/home.shtml>
- Job Futures.ca
www.jobfutures.ca
- Job Bank.ca
http://www.jobbank.gc.ca/Intro_eng.aspx

- Canadian Human Rights Commission: Guide to Screening and Selection in Employment (A)
http://www.chrc-ccdp.ca/publications/screening_employment-en.asp
- Human Resources and Skills Development Canada
www.hrdc.gc.ca
- Careers in the Federal Public Service
www.jobs.gc.ca
- Labour Market Information
www.labourmarketinformation.ca

Government of Newfoundland & Labrador

- Home page
<http://www.gov.nl.ca/>
- Public Service Commission Online Portal
<http://www.psc.gov.nl.ca/psc/jobs/entry.htm>
- Access To Information and Protection of Privacy Act (ATIPPA) link
<http://www.assembly.nl.ca/legislation/sr/statutes/a01-1.htm>

Job Openings.net

http://www.jobopenings.net/interview_tips.htm

Jobs in NL.ca

<http://www.jobsinnl.ca/>

Kiersey.com

http://keirsey.com/academic_products.aspx

Learnovation: Life Skills and Job Readiness Materials

<http://learnovation.com/books/cpkits.htm>

Newfoundland Labrador Job Shop.ca

<http://regionalhelpwanted.com/newfoundland-labrador-jobs/>

Selected readings, guest speakers, field trips, video-taping, videos.

COURSE OUTCOMES:

Upon successful completion of this course the learner will be able to:

1. Identify sources of employment opportunities and information, including professional organizations, relevant to their area of interest
2. Describe the elements of self and career assessment
3. Prepare for and participate in a job interview
4. Prepare for a work exposure placement
5. Develop a career portfolio

MAJOR TOPICS:

- 1.0 Self and Career Assessment
- 2.0 Job Search Skills
- 3.0 Employment Processes
- 4.0 Work Exposure Preparation
- 5.0 Career Portfolio Development

LEARNING OBJECTIVES:

1.0 Self and Career Assessment

- 1.1 Complete a self-assessment, including the Ability Assessment Form, the Check Your Personality Form, the Transferrable Skills Checklist Form, and the Kiersey Temperament Sorter Inventory
 - 1.1.1 Compare the self-assessment to the assessment completed in SD1341
- 1.2 Update the career and educational plans created in SD1340 and SD1341 “Student, Career and Portfolio Development I and II” and discuss any changes
- 1.3 Assess academic, work and personal skills to the Employability Skills outlined by the Conference Board of Canada. Compare this assessment to that completed in SD1341 and discuss the changes
- 1.4 Discuss critical employee skills necessary for workplace professionalism including (but not limited to) attitude, appearance and dress code, values, communication style and appropriate use of workplace equipment and computers

2.0 Job Search Skills

- 2.1 Appraise jobs available using traditional and electronic sources
- 2.2 Compile a list of suitable potential employers

3.0 Employment Processes

- 3.1 Discuss the importance of ethics in resume preparation
- 3.2 Select appropriate style, action words and key concepts for your resume
- 3.3 Write a resume and cover letter for a specific position
- 3.4 Describe the characteristics of a successful interview and interviewee
- 3.5 Create a one page summary of a company and a list of common interview questions and appropriate responses in preparation for an interview
 - 3.5.1 Discuss corporate vision, mission, organizational goals and strategic plan as part of the company summary
- 3.6 Discuss nonverbal messages that influence interview decisions
- 3.7 Explain the importance of following-up the interview
- 3.8 Participate in a mock interview exercise

4.0 Work Exposure Preparation

- 4.1 Discuss work exposure placement opportunities
- 4.2 Discuss the proper behavior for work exposure placement
- 4.3 Discuss the use of Work Placement Journals
- 4.4 Discuss work term requirements for evaluation
- 4.5 Discuss the importance of your first day at work regarding punctuality
- 4.6 Define probationary period
- 4.7 Discuss the importance of balance between professional and personal responsibilities
- 4.8 Create a one-page summary of work exposure expectations

5.0 Career Portfolio Development

- 5.1 Assess and revise the list of skills to be demonstrated by your portfolio
- 5.2 Assess and evaluate the samples to be included in your portfolio
- 5.3 Evaluate the organizational structure of your portfolio

EVALUATION:

Self-assessment comparison	10%
Employment research	10%
Cover letter and résumé	10%
Interview preparation and mock interview	10%
Work exposure expectations	10%
Career portfolio	50%

Completion of the Portfolio is required to be 50% of the evaluation.

DATE DEVELOPED: March 2010

DATE REVIEWED:

REVISION NUMBER:

DATE REVISED:

Note to instructor: Check PIRS to ensure this outline is the most current version.